
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

February 13, 2015

ACCOUNTANT IV—(Shelby County—KY Correctional Institution for Women)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS: High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE ASSISTANT—(Oldham County—Roederer Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS: High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

CORRECTIONAL LIEUTENANT- (Oldham County —KY State Reformatory) Grade 11—(\$2354.04 - \$3118.28) MIN REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT— (Lyon County —Western KY Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT— (Oldham County —Roeder Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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CORRECTIONS UNIT ADMINISTRATOR I—(Lyon County —KY State Penitentiary) —
Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR I—(Morgan County —Eastern KY Correctional Complex) —Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

MAINTENANCE BRANCH MANAGER—(Lyon County - KY State Penitentiary)—Grade 15—(\$3230.84 - \$4280.10) **MIN. REQUIREMENTS:** High school graduate. Must have 5 years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in industrial arts, horticulture, mechanical engineering or a related field will substitute for the experience on a year-for-year basis. Experience in one of the above or related fields will substitute for the education on a year-for-year basis.

OFFICE COORDINATOR—(Oldham County—KCI- KY State Reformatory)—Grade 10—(\$2006.08 - \$2657.70) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of business or administrative experience. Additional admin, business or clerical experience will substitute for the required education on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Jefferson County—Probation & Parole) -
GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age

PROBATION AND PAROLE OFFICER- (Oldham County—Probation & Parole) - GRADE:
12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age

PROBATION AND PAROLE OFFICER- (Perry County—Probation & Parole) - GRADE:
12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age

PROBATION AND PAROLE OFFICER- (Woodford County—Probation & Parole) -
GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age

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PSYCHOLOGIST LICENSED I— (Oldham County—KY State Reformatory)—Grade 16—
(\$3553.88 - \$4707.96) **MINIMUM REQUIREMENTS:** Must be a Licensed Psychologist or be
permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of
Psychology.

Recurring Positions:

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg,
Oldham, & Shelby counties) —Grade 9—(\$1,823.90 - \$2,416.22)**
MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.